

**SANDY CITY COUNCIL & PLANNING COMMISSION  
MEETING**

Meeting began at 5:15 p.m.

**PRESENT:** Council Members: Chairman Steve Fairbanks, Bryant Anderson, Scott Cowdell, Chris McCandless, Stephen Smith, and Dennis Tenney; Planning Commission Members: Alan Matheson, Don Milne, Bruce Steadman, Max Burdick, Monica Collard, Darren Mansell, and Fred Lowry. Alternate Ken Reber; Community Development Director Mike Coulam

1. Members of the City Council and Planning Commission met to discuss the proposed "Village at Park Avenue" project located at 7700 South Union Park Avenue.

Meeting adjourned at 6:14 p.m.

**M I N U T E S**  
**SANDY CITY COUNCIL BUDGET MEETING**  
**Sandy City Hall - Council Chamber Room #211**  
**10000 Centennial Parkway**  
**Sandy, Utah 84070**

**MAY 16, 2006**

Meeting was commenced at 6:15 p.m.

**PRESENT:**

**Council Members:** Chairman Steve Fairbanks, Bryant Anderson, Scott Cowdell, Chris McCandless, Stephen Smith, and Dennis Tenney

**Others in Attendance:** CAO Byron Jorgenson; City Attorney Walter Miller; Attorney Pat Casaday; Risk Manager Bryce McEuen; Communications Manager Trina Klingler; Executive Assistant to the Mayor Marsha Millet; Personnel Manager Brian Kelly; Management Analyst Becky Bracken; Deputy Director Administrative Services Scott Bond; Justice Court Administrator Jay Carey; Community Development Director Mike Coulam; Public Utilities Director Shane Pace; P. U. Support Services Manager Scott Ellis; Public Works Director Rick Smith; Economic Development Director Randy Sant; Deputy to the Mayor John Hiskey; Police Chief Stephen Chapman; Fire Chief Don Chase; Parks & Recreation Director Nancy Shay; Assistant Director of Parks & Recreation Scott Earl; Parks Superintendent Dan Medina; Chris Dodd Parks Supervisor; Recreation Coordinator Emma Crandall; Golf Course Director of Operations Glade Denton; Administrative Services Director Art Hunter; Assistant CAO James Davidson; Assistant Director Community Development Nick Duerksen; Community Events Director Merle Marsh; Alta Canyon Recreation Center Manager Janet Cassell; Council Office Director Phil Glenn; Council Office Manager Naleen Wright

**ABSENT/EXCUSED:**

Council Vice Chairman Linda Martinez Saville (Family illness); Mayor Tom Dolan

**COUNCIL & STAFF BUDGET DISCUSSIONS**  
**&**  
**BUDGET OVERVIEWS**

**PRESENTATION OF DEPARTMENTAL BUDGETS:**

**\*NOTE:** Most quoted material found in italics in this document is quoted from the

**Tentative Budget Book FY2006-2007.**

1. **"Administration's Budget"** [including budgets for the Mayor, CAO, Human Resources, Building Services, City Recorder, Court Services, Emergency Management, Community Events, Amphitheater and Risk Management]

Assistant CAO James Davidson presented the tentative budget for the Administration. He reported that the Administration is seeking one additional position for a Facilities Tech. The Building Services Division oversees maintenance and custodial operations in the following facilities: City Hall, Parks & Recreation building, Amphitheater, Animal Services building, Police Substations (3), Sandy Senior Center, and the Public Works building. This division also took over maintenance of the Alta Canyon Recreation Center in January, 2003, assumed responsibility for the River Oakes Golf Course Clubhouse in May, 2003, the Sandy City Museum in 2004, and the Justice Court building in 2006.

The roof on City Hall needs to be repaired. It was installed in 1993 with a 10 year warranty. If approved, the new roof will be a membrane roof. Additional money is shown in the proposed budget to cover many other on-going repairs and renovations to keep all City buildings operational and efficient. A Homeland Security Grant will help upgrade City Hall's generator, transformer and transfer switch. A water feature has been budgeted for the south side of City Hall. Funding has been set aside for improvements at the Sandy Museum including roof repair, a new multi-department City storage facility, remodeling costs for the new Justice Center and Public Safety building. An additional Homeland Security Grant will be used to enhance security systems at the Justice Center. Funding for a Justice Center Joint Information Center is being sought to accommodate media questions during an emergency, and money has been shown in the proposed budget for future repair and replacement of mechanical systems at the U of U building. Additional funding is also being sought for increased costs in power, lights and heating.

Councilman Chris McCandless suggested that the new roof be painted white, as his experience has shown that white roofs reduce heating and air conditioning bills by 3-1/2% to 4%.

Emergency Management is requesting one-time funding for emergency food and water which has been included in the proposed budget. It will be stored and rotated to provide emergency supplies for City staff who will be on call to work should any major disaster occur.

The Human Resources budget and that of the City Recorder's Office remain substantially unchanged from last year. Court Services is seeking an increase in their budget to cover printing costs and some new equipment including an x-ray screener and copiers.

The Community Events Department is seeking approval of additional funding for music royalty fees, postage (increased mailings), a new printer, additional supplies for the 4<sup>th</sup> of July Celebration, additional funds for the Miss Sandy Pageant for expenses like judges and coordinators, funding for increased meal costs for the annual Awards Banquet, purchasing additional lighting for growing trees for the Christmas season, increased costs for food for the increased number of guests for the annual Developer's Luncheon, increased Risk Management charges for special event coverage, and lastly, insurance costs for food vendors' insurance fees.

The Amphitheater's proposed budget includes a merger with the Sandy Arts Guild and Sandy City creating a 502 C-3 entity which becomes eligible for funding from the State's ZAP (Zoo, Arts & Parks) tax money. Under this new arrangement, the City will be able to keep revenues generated by amphitheater productions to expand the types of events and entertainment that can be provided. A "Rainy Day," fund is being sought for the Amphitheater out of the General Fund. One additional staff member is being requested to expand marketing and development for entertainment, and to secure grants that will help offset costs. Mailings have been increased by 5,000, and extra funding for postage is being sought, as well as an increase in printing cost associated with the Arts Guild merger. There are increased costs for volunteer programming as well as higher costs associated with retaining bigger name acts. The Amphitheater is

also affected by increased utility costs, advertising, and administrative charges. Next year's season tickets are proposed to be increased to \$95.00. This is still substantially less than season tickets that are being sold at other sister city amphitheaters, but will bring us more in line with market levels and increase revenues to cover the costs associated with attracting famous acts, groups and celebrities.

Risk Management is seeking additional budget to cover increased General Liability/Automobile Insurance costs, and the increased costs associated with the 2006 State Legislature passage of a bill which will increase the Utah Governmental Immunity Act cap. Also, to cover the increased costs passed on to the City for insurance premium renewals. Property insurance rates could climb by 5-10% because of the significant costs imposed by the effects of Hurricane Katrina. A significant rate increase is expected on our Workers Comp. insurance as well as costs associated with Workers Comp payments for any potential liability arising out of our prior deductible coverage. Increased funding is being sought to cover the tax liability of the annual Employee Safety Awards. Administrative charges will now be assessed to Risk Management determined by the Administrative Cost Allocation Plan. (Heretofore, Risk Management has not paid these charges.) Because of an adequate fund balance, the Risk Management Fund will transfer \$100,000 to the Capital Projects Fund. This money will be used to replace hazardous sidewalks to minimize the City's liability, and to make sidewalks safer for citizens.

*"Sandy City was one of 12 organizations that was selected from the 33,000 policyholders insured by the Workers Compensation Fund of Utah to receive the Charles A. Caine Safety Award. Sandy City has received more safety awards from the Fund than any other policy holder (both public and private) during the past decade."*

## 2. "City Attorney's Budget"

City Attorney Walter Miller presented the budget for the Legal Department. *"The City Attorney and his designated assistants are responsible for the proper administration of the City's legal affairs."*

Mr. Miller stated that there are no significant budget changes in this year's proposed budget. He reminded the Council, however, that *"Expansion of the Sandy Justice Court staff and programs will increase demands on prosecution staff. Future court growth will require equivalent expansion of prosecution staff."* To date, the Legal Department has been able to keep their staffing level significantly lower than the Justice Court, but that may not always be possible.

Councilman Steve Smith asked if the Sandy Justice Court was a "court of record."

Mr. Miller responded, "No." He also indicated that an individual not satisfied with the verdict rendered by the Justice Court is eligible to obtain a whole new trial with the District Court.

## 3. "Finance & Information Services Budget"

[Including Accounting, Accounts Payable, Payroll, Reception & PBX, Treasury, & Utility Billing]

Finance & Information Services Director Art Hunter explained that his department *"has the responsibility of acting as the gatekeeper for the City. The Department provides budget, purchasing, accounting, utility billing and funding direction for the City."*

Mr. Hunter noted that since Utility Billing has changed from bi-monthly to a monthly process, it has doubled the number of payments received by the City without increasing the number of cashiers. In addition, the City has taken on the accounting for the Alta Canyon Sports Center and River Oaks Golf Course. This too was done without increasing personnel. Purchase orders are being processed quickly and accurately on both ends.

Information Services (MIS) uses the fees it charges each City department to fund a 10-year capital plan that will provide a fund to replace our current City computer equipment. Community Development has been

saving to purchase software to track a development's progress (by computer) through the review and inspection process. The software will not be purchased until the revenue is collected from an increase in Business License fees and building permits, and until the City Council gives the final approval.

#### 4. "Police Department Budget"

Police Chief Steve Chapman presented the tentative budget requests for his department. *"The Police Department coordinates public safety efforts in the City through investigations, patrols, detectives, and other efforts. The Police work to deter and prevent crime within the City. The Police Department consists of 120 sworn Police Officers, 8 animal services personnel, 30 full and part-time civilian support staff, and approximately 50 part-time school crossing guards."* In addition, there are *"63 Neighborhood Watch Groups involving an estimated 20,738 citizens. (23.4% of Sandy City's population)."*

Chief Chapman indicated that his department continues to place officer training programs as a high priority. Community oriented policing was revised by redistricting officer beats to allow for a smaller patrol area per officer. Reducing drug use and domestic violence continues to be a priority. The department has produced a new police video to warn teenagers and their parents of issues dealing with early dating. The film was produced with funds from a federal grant.

Evidence storage has been expanded and more security added. Crime is down in most areas, but auto thefts keep climbing. A new piece of equipment has been acquired that reads plates, and allows officers to verify if the vehicle is stolen much quicker and more efficiently. He noted that the Spillman and VECC contracts have increased this year. There are no new fees this year. Overall, citizen satisfaction with regard to Police services has gone up, according to recent polls.

On-going money will be used to fund officers hired originally with COPS funding. We have three officers assigned to Sandy's six middle schools. Officers are split between the schools, giving students the opportunity to get to know the officers. *"The CIS grant ends this year, and we will receive only \$10,713. This will not cover the cost of the officers. The grant commitment requires that we retain these officers which we are funding with on-going money; however, the commitment from Jordan School District has increased to \$33,000. The Jordan School District has committed to increase this amount over the next 4 four years."*

Councilman Scott Cowdell commented that he would like to see officers placed in grade schools. He believes some problems could be stopped if they were dealt with at a younger age.

Chief Chapman reported that the retirement contribution rate for those on the Public Safety Retirement System was increased by 2%. This is a substantial increase. The contribution rate for the Public Safety Retirement System is the only retirement fund rate that exceeds the amount paid by the City. Officers have to pay the increase from their own pocket. Sandy City Police Officers have extended their thanks to the Council for the relief they received last year. The Chief noted that he will be back to full staff June 1, 2006.

#### 5. "Fire Department Budget"

Fire Chief Don Chase reported that he has no new staffing changes this year. There are twenty-three firefighters per platoon under a Battalion Chief. There are four firemen per fire station on duty. There are at least two paramedics per station. Sandy Fire Fighters are certified both through national and state certifications. *"Sandy Fire Department serves a population of over 115,000 citizens living in 26 square miles along the Wasatch Front. Our nearly 82 members presently staff five fire stations and administrative offices with an array of response apparatus, an assortment of specialized equipment and staff administrative positions. Sandy Fire responds to about 5,000 emergencies annually, of which nearly 75% are medical emergencies."*

Chief Chase reported that the City can now recover the costs of hazardous material spills from the responsible parties. Increased funding is being sought to pay for time spent in code enforcement. An on-

going increase is sought to cover engineer and paramedic training, as well as an on-going increase for mobile data terminals remote dispatch access. A request is included to purchase 200 doses of Tamiflu medication to be stockpiled to keep public safety employees on the job, in the event of a flu epidemic.

Ambulance supplies have also increased in cost, and with 75% of calls being medical emergencies this increase is significant. MIS charges have gone up to accommodate the addition of eight new laptop computers now carried in fire engines. A capital projects expense has been requested to purchase an "Autopulse" unit for each fire station. These units replace/supplement manual CPR and provide a more efficient and effective way to resuscitate individuals in cardiac arrest. Chief Chase explained that these units are 12 times more efficient than manual CPR, because they maintain a constant blood flow to the brain. Chief Chase stated that he would be glad to demonstrate the equipment on a demonstration dummy in the future.

Chief Chase explained that the position of Engineer has been created. Fire Fighters can earn this position by a combination of time/service. These men will be highly trained and will create more professionalism. The union is supportive of this new position.

The Capital Budget includes two line items. One to replace and expand Station #32. The other is to overlay parking lots at all fire stations.

6. "Public Works Budget"

[Including: Public Works Administration, P.W. Support, Streets, Engineering, Transportation, Waste Collection and Fleet Operations]

Public Works Director Rick Smith presented the budget proposal for his department. "The Public Works Department of *"Sandy City adopted the following maintenance policy as required by Statement 34 of the Governmental Accounting Standards Board (GASB): "It is Sandy City's policy to maintain at least 80 percent of its street system at a good or better condition level. No more than 10 percent should be substandard. Condition assessments are determined every year."*

The department has been able to maintain the same staffing level for the past 9 years. This year, one Inspector position will change to a full-time Engineering Technician position. A part-time position will be created for a Surveyor. Mr. Smith added that they will have to replace the north fence at the Public Works facility, and install an electronic card reader gate, and this is being proposed with one-time money. Additional funding has been budgeted for storm water improvements (due to an audit), and an increase in ongoing maintenance costs. The proposed budget has been increased to fund additional costs associated with signal synchronization and maintenance costs. The Transportation Engineer position has been reclassified as an appointed position.

Mr. Smith reported that the snow plowing budget has doubled, along with the salt budget. There have been substantial increases in the cost of asphalt, slurry and cement. The number of road miles for asphalt overlay, crack sealing, snow plowing, tree trimming curb/gutter and sidewalk replacement, have all increased. Increased costs for contracted Waste Management services will require a 25 cent per month, per household, per can, fee increase. Vehicle fuel costs have become inflated, and our one year contract with our fuel vendor will expire in November. Costs will certainly increase.

Councilman Steve Fairbanks asked if maturing trees had become a problem to sidewalks and asphalt.

Mr. Smith responded that in many instances, they have become a problem and have to be removed.

A budget item has been included in the proposed budget to cover the increased cost of equipment and supplies for the wash bay. A capital outlay has been requested to cover costs for the replacement of hazardous sidewalks, ADA ramps, road maintenance projects, and related increased material costs. A

new budget line item has also been added for geo-technical testing.

Chris McCandless recommended that the use of smaller vehicles, and/or natural gas conversions be explored for possible cost savings to the City. He also placed emphasis on the completion of sidewalks and repairs thereof.

Mr. Smith indicated that the City has currently completed 10 times more sidewalk repairs than had been completed in past similar periods.

7. Parks & Recreation Budget:

[Including, Parks, Recreation, Cemetery, Senior Citizen Center, Amphitheater, Landscape Maintenance (SIDs, backfacing streetscapes, etc.) Alta Canyon Sports Center, and Golf Course]

Parks & Recreation Director Nancy Shay explained that there will be no changes to the administrative budget proposed for her department. Her budget proposal includes recommendations to increase rental fees (6-8%) and Parks/Trails Impact Fees (10%). These increases will help fund increased construction and maintenance costs, and the rising cost of wages, utilities and supplies. The department's mission is: *"Providing exceptional parks, trails, recreation programs and facilities to enhance the environment and the lives of the people we serve."*

Significant budget issues for Parks & Cemetery include the following requests:

Adding a Crew Leader position and two Seasonal Workers to handle expansion in the park system. On-Call Pay is proposed to be increased from \$10 to \$15 per day. Maintenance costs will increase because of utility rate increases and maintenance costs associated with the addition of Granite Trail Head, 8 acre park, Creekside Park, and Promenade Wetlands. In addition, Building O&M includes one-time money for garage door replacement, Irrigation O&M costs including one-time money for master valve complex replacement. The proposed budget includes a request for funds to purchase growth tarps and small equipment used by the maintenance crews. Additional funding has been identified for park renovations and improvements which include: repairs to tennis courts, jogging paths, parking lots, playgrounds, and a new restroom. Expansion funding for Lone Peak Park and funding to design Quail Hollow Park, and a feasibility study for a new Parks & Recreation building has been requested. Funding for building improvements, including the cost for a shed, shop doors, and scoreboard replacement. Additional money is being proposed to pay for storm water charges due to a recent audit.

Recreation programs are showing modest growth since FY2005, and it is predicted that FY2007 will see the same growth. As participation increases, the cost of providing uniforms, trophies, pictures, and officials naturally increases. The Administration Services fee will increase and reflects the cost of services provided to the Recreation Division including Legal, Risk Management, Accounts Payable, Payroll, Human Resources, Purchasing, Information Services and Administration. Equipment purchases for portable soccer goals, baseball/softball equipment, and softball scoreboard replacement have also been shown. Recreation Fees are recommended to increase based on the rising costs for facilities, wages, utilities and supplies.

Budget proposals for the Sandy Senior Citizens' Center include the following requests:

The building maintenance budget contains additional funding to re-upholster existing chairs, a \$6,500 request for exercise equipment in the weight room, a \$5,000 request to replace the current copy machine and a 2% increase for Temporary Seasonal personnel.

Budget requests for the Alta Canyon Sports Center include a proposal to reclassify the Youth Programs Supervisor from seasonal to a contract position, off-set by seasonal funds. Money is proposed to be budgeted for 70% of the purchase price for two new boilers (30% from the City) and to replace 16 spin bikes.

Currently, the Alta Canyon Recreation Special Service District Board is not seeking a property tax increase, to make badly needed improvements, even though attendance is falling off because of a lack of winter

activities. Nancy Shay noted that the property tax rate for this special service district has never been increased. She felt a meeting was needed between the Board and the Council.

Significant budget issues involved in the Golf Course Fund include: the sale of fixed assets & golf course improvements, the reconciliation of the land purchased by the Golf Fund but used by the General Fund, and funding for the Urban Fishery and Creekside Park. Also, paying back the General Fund for the clubhouse improvements and the north range building. Additional golf improvements will balance the accounts. The value of the land for the 14-acre Urban Fishery is \$1,869,520 and the value of Creekside Park is \$39,970 for a total of \$1,869,490. The General Fund contribution is \$1,496,482 for the clubhouse and \$212,000 for the north range building, a total of \$1,708,482. This leaves a balance of \$161,008 due the Golf Fund from general revenues. A feasibility study, decision, design, and construction are needed for a new irrigation well. A new pressure washer, small equipment replacement and purchase of a rough mower with the property sale proceeds is proposed. This project is funded from general revenues to pay for the difference.

Money is being set aside each year for a future new Parks & Recreation facility. A new Sandy Boys & Girls Club does not look feasible at the site of the old senior citizens center. There is not enough land for inside and outside activities. Other sites are being explored.

Stephen Smith asked Ms. Shay if she had an estimate of how much longer Parks & Recreation can continue to operate in the old City Hall building.

Byron Jorgenson responded that an architectural study was done 12 years ago. He indicated that if the Council wants to keep pouring money into the old building, we could probably keep it forever. A seismic study indicated that the corners of the building would fail and there would be brick damage.

**8. Community Development Budget:**

**[Including: Community Development Administration, Planning, Building & Safety, Community Services, and C.D.B.G. Operations]**

Community Development Director Mike Coulam outlined the proposed budgets for his three divisions: Community Services, Planning, and Building and Safety. He reported that the Harris Community Development tracking process is up and running. This will allow the department to track where a development is in the review process. Staff are currently in the process of re-writing the Development Code. Once that process is completed, a secondary committee will review the code again, and then it will be submitted to the Council for review/adoption.

Under the Planning Budget the Long-range Planning Manager position will be funded by a higher percentage from the Planning Budget, because of recent cutbacks in C.D.B.G. funding. Several fee changes have been proposed to the Fee Schedule. Adjustments are being proposed to bring some fees more in-line with other similar services. Most fees for basic services cover a smaller proportion of the cost than do the fees for those services that are a special request. Sandy's C.D.B.G. Operations budget has been recognized as one of the top 10 in the nation.

Nick Duerksen reported that they now have the ability to access all code compliance records in the field. This saves at least two hours a day. Code Enforcement can easily determine if a business is being run without a license. In addition, the Fire Marshall asks all businesses to show their business license when a yearly inspection is conducted. Any business found without a license is referred to Business Licensing.

Building & Safety has one Code Compliance position that was previously funded from the C.D.B.G. budget. It is being proposed to be converted from contract to full-time. A Building Inspector has become four-way certified and was reclassified to a Professional Building Inspector.

Community Services has so significant budget issues.

**9. Public Utilities Budget:**

**[Including: Water, Storm Water Drainage, and Street Lighting]**

Public Utilities Director Shane Pace reviewed his department's proposed budget. He advised the Council that the Public Utilities Advisory Board had reviewed the proposed budget and have endorsed it as proposed. Because the responsibilities of the Management Analyst II position have been increased, this position is being proposed to be reclassified to a Support Services Manager position. The whole department is being divided into three divisions: Engineering, Support Services and Operations. Due to the increased cost of new meters, a refundable equipment deposit is to be implemented. This year will be the sixth year of a ten year scheduled water rate increase of 6.5%

Storm Water budget issues include software maintenance costs to pay an annual contract for satellite imagery for auditing storm water charges. IS & Risk Management charges will be allocated on 40/60 split consistent with the revenue allocations. Fleet O&M has increased due to increased fuel costs and the addition of a new camel truck. Two new Drainage Maintenance Workers were added to handle the needs of the system. Also, the title of one of the Drainage Maintenance Worker positions was changed to Special Equipment Operator, and the title of the Water Operator Position was changed to Drainage/Irrigation Specialist to more accurately reflect their responsibilities. A line item was included to cover the cost of professional services for an update of the Storm Water Master Plan. Fleet purchases include the replacement of vehicles and the addition of one camel truck. A \$70,000 expenditure has been included for a portable tracker camera to video storm drain lines and \$6,400 for computer equipment. The camera purchase is better than the high rent that is currently being charged for this equipment.

Under Electric Utility the only significant budget issue is the purchase of a replacement vehicle for a Ford Ranger.

Mr. Pace reported that they are trying to implement GIS mapping systems on lap tops so a map book is available in the field. The purchase of property for the Granite Tank should be wrapped up by next week.

**10. Economic Development & RDA Budget:**

Economic Development/Redevelopment Agency Director Randy Sant provided a review of the five RDA project areas including: Civic Center North, Civic Center South (Automall), South Towne (tax increment), South Towne (project area), and South Towne Ride EDA. Two new RDA areas have just recently been adopted, with two others tabled for the moment.

Significant budget issues for the proposed budget include: Southtowne Mall (contract started in FY 1998 for ten years at \$230,000 per year. The Boyer contract continues through 2015, with an annual payment for FY 2007 of \$48,000. The Sewer District contract is due as of March 31, 2006, at \$411,672. The 1999 Park Bond debt service payments will continue until FY 2020 at about \$815,000. The 1996 Road Bond will be paid off in FY 2007 with a final payment of about \$58,000. The 2002 Golf Course Bond includes a \$150,000 debt service payment. The 2000 Road Bond debt service payments will continue until FY 2010 at about \$835,000. South Towne RDA tax increment percent (haircut) for FY 2007 = 70% and FY 2008-2012 = 60%. Civic Center South RDA tax increment percent (haircut) FY 2007-09 = 75%, FY 2010-14 = 70%, FY 2015-19 = 60%. The Civic Center North RDA tax increment percent (haircut) FY 2007 = 80%, FY 2008-2012 = 75%, FY 2013-2017 = 70%, and FY 2018-2022 = 60%. The South Towne Ridge EDA tax increment started in FY 2005 and ends in FY 2019. The 1993 Automall SID debt service payments will continue until FY 2013 at about \$253,000. Storm water reimbursement as of March 31, 2006, the total balance due is \$559,724 (\$259,513 due to the General Fund and \$300,211 due to the Storm Water Fund.).

**11. City Council Budget:**

Council Office Director Phil Glenn presented the proposed budget for the City Council. He summarized funding for insurance for health and dental. The final numbers will be plugged in when it is determined if



all Council employees and elected officials will be using City insurance. The Council Office has been studying the implementation of a new Gold FTR recording system to be used to digitally record and transcribe Council Meeting Minutes. It is a high tech microphone and recording system that records meetings on a compact disc for ease in permanent storing and copying. This high-tech system has received rave reviews from other sister cities who have already implemented the FTR system. If approved, the system is proposed to be funded from General Contingency. A new copy machine is being requested to replace the existing one. The funding source would be the savings from unused travel.

Bryant Anderson requested that a wireless mobile projector be purchased for the Planning Room.

At approximately 9:49 p.m., Scott Cowdell made a motion to adjourn the meeting, motion seconded by Stephen Smith.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

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**Steve Fairbanks**  
Council Chairman

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**Naleen Wright**  
Council Office Manager